

# Volunteering Development Officer



## Job Description and Person Specification

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| <b>Post Title:</b>   | Volunteering Development Officer<br>21 hours (Funded until 31 <sup>st</sup> March 2025) |
| <b>Salary:</b>       | £29,000 per annum pro rata, plus 8% pension (with the organisation contributing 7%)     |
| <b>Location:</b>     | Kirkcaldy, with the option for some home-working by agreement                           |
| <b>Reporting to:</b> | Head of Volunteering Development  |

### Main Purpose of Post

To help promote volunteering to the general public, recruit volunteers to opportunities across a range of organisations operating in Fife and develop volunteers, including supporting individuals facing barriers in their lives. To work with organisations to support them to provide meaningful volunteering opportunities which deliver good outcomes for volunteers and the organisation.

### Main Duties

1. To maintain and develop Fife Voluntary Action as the centre of excellence for volunteering and as a support to volunteer-involving organisations;
2. Interview and refer individuals wishing to volunteer to volunteer involving organisations, arranging appropriate support and guidance where necessary.
3. To work closely with individuals requiring additional support to achieve their goal of accessing voluntary work;
4. To actively promote and publicise the benefits of volunteering to stakeholders, client groups and referring agencies through marketing and advertising, as well as attendance at events, delivering workshops/presentations and training sessions;
5. Support local employers of varying sizes, to promote and support volunteering;
6. Work with organisations, projects, community groups and other statutory and third sector bodies to enhance their capacity to recruit, manage, retain and recognise volunteers;
7. Actively identify new voluntary opportunities in Fife and work collaboratively with partner agencies to highlight gaps in provision in local services, where volunteering can fill this void;
8. Deliver training to professionals with supervisory responsibilities for volunteers on a range of topics in volunteer management and support;
9. To promote and develop good practice models for volunteer involving organisations covering all aspects of volunteer involvement including for example policies, practice, PVG and difficult situations;
10. To develop a range of activities to promote the work of FVA and the volunteering team e.g. delivering lunchtime learning sessions, facilitating forums/networks and contributing to partnership campaigns which promote volunteering;
11. To monitor and evaluate service provision, including producing reports and occasional case studies;
12. To update records of work with customers and partners on appropriate database systems;
13. To represent the organisation at local area meetings e.g. Locality Planning Groups, Youth Strategy Meetings and other external partnership meetings, with particular attention to volunteering development;

14. Undertake training related to the post as appropriate and with agreement from the Head of Volunteering Development.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## **Person Specification**

### Essential requirements:

- Relevant professional qualification and/or proven relevant community development experience;
- Previous practical experience of working with, and supporting, volunteers;
- An excellent understanding of the needs and motivations of volunteers and the ability to motivate others.
- Demonstrable relationship building skills and networking abilities;
- Knowledge of best practice in all issues relating to volunteer management;
- Experience of delivering presentations to a diverse range of audiences e.g. customers, professionals and other stakeholders;
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines;
- A sensitive and professional approach towards volunteers with multiple issues and challenges in their lives;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisational skills;
- a personal commitment to equal opportunities and organisational excellence;
- displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- valid driving licence and access to a car.

### Desirable requirements:

- Previous experience of delivering training and/or group learning;
- Previous experience of volunteering;
- Experience of working within the third sector;
- Qualification in volunteer management.